



STATE OF NEVADA—DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, PARK OPERATION & MAINTENANCE (NON-COMMISSIONED)	42	A	1.902

Under the general direction of the Division Administrator, the Chief of Park Operation and Maintenance (Non-Commissioned) is assigned to manage the operation and maintenance of the State's Park System; and to plan, organize and direct services and activities including park administration, facility and equipment maintenance, law enforcement, public safety, park interpretation and custodial services.

Provide operational direction in areas of park management and administration; plan and develop goals, objectives and short and long range plans for parks operation and maintenance; establish priorities; assist in coordinating major park improvement projects; develop, implement, monitor and evaluate specific programs consistent with agency policy and applicable laws.

Direct the statewide operation and maintenance of State park facilities to ensure that parks are maintained for public use and safety; provide technical expertise on safety issues and assist Division safety coordinators in developing and implementing safety programs.

Manage preparation of the budget for parks operation and maintenance; develop, justify, administer and monitor financial indicators; forecast purchasing needs and approve purchase requests; recommend financing options for major items; ensure proper collection and accounting of user fees.

Present the biennial budget during the legislative session as requested; manage development of proposed legislation on State Park issues including fiscal notes; review, coordinate and administer contracts for administrative services, programs and professional services.

Administer operation and maintenance aspects of the park system and provide day-to-day assistance related to field operations, maintenance programs, budgeting, accounting, policy development and interpretation, public relations and promotional activities, personnel training, concession agreements, visitor protection, resource management, annual updating of individual park management plans and operational procedures.

Supervise and evaluate the performance of assigned personnel; develop work performance standards and training programs; assign, delegate and review work; review and resolve personnel related issues including recruitment, selection, assignment, training, discipline and termination in accordance with established policies and applicable laws.

Develop, review, coordinate and administer leases and management agreements; solicit and evaluate bids and proposals; write, negotiate and review contracts in compliance with agency policy and applicable laws; ensure that insurance and liability requirements are met; approve and sign formal agreements including concession contracts, grazing leases, special use permits, memorandums of understanding and cooperative agreements.

Conduct special analyses and write comprehensive reports and recommendations; research legislative proposals and prepare responses; draft text and position statements; develop and modify policy in response to legal mandates; serve on committees and attend a variety of meetings to represent the agency's interests.

Perform the duties of the Administrator in the absence of the Administrator or as requested; and perform related duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, park management, outdoor recreation management, forestry or closely related field and five years of progressively responsible park management experience including planning, acquisition, development, operation, maintenance, budgeting, policy development and promotion in a major parks system; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: park management principles and practices; principles of training, supervision and management; budget preparation and administration; contract negotiation and administration; parks master planning process; maintenance and construction materials, equipment and techniques; health and safety regulations; financial analysis, projection and management techniques; natural and cultural resource management.

Ability to: plan, organize and direct the maintenance and operations of a state's park system; communicate effectively both orally and in writing; prepare and administer complex budgets; plan, organize and implement programs and activities related to visitor services and protection, staffing, law enforcement, maintenance, resource management and recreational activities; coordinate a state parks system's plans and programs with city, county, state and federal agencies; present plans and programs persuasively to large and small groups including legislative bodies and government officials; analyze environmental documents and assess probable impact; supervise and direct professional staff to accomplish goals and work programs; analyze financial data and administer multi-million dollar budgets with multiple funding sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State legislative and budgetary processes; State and federal laws, regulations and requirements related to personnel administration, purchasing and accounting; applicable Nevada Revised Statutes and State Administrative Manual sections related to administration of State Parks.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.902

ESTABLISHED: 7/1/05LG